

6160

**CITY OF RIVERSIDE**  
**HUMAN RESOURCES DEPARTMENT**

07/01/03

Revised

**CLASSIFICATION SPECIFICATION**

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**TITLE: MUSEUM CURATOR**

**DEFINITION**

Under general supervision, to perform a variety of technical and professional duties in the assembling and caring for museum collections in anthropology, history, or natural history; to plan and provide materials for museum exhibits and educational programs; (when assigned to the Anthropology division) to provide interaction with Native American groups and university scholars to implement the Division's mission; (when assigned to the history division) to provide public access to archival collections and answer research inquiries; work closely with all facets of the community to preserve this region's legacy; and to do related work as required.

**REPORTS TO:** Museum Director

**SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Museum Director.

**EXAMPLES OF DUTIES**

Typical duties may include, but are not necessarily limited to, the following:

- Work effectively on teams to implement the Museum's mission.
- Locate, acquire and house appropriate artifacts or specimens.
- Conduct detailed analysis to identify items.
- Prepare and maintain proper collection records.
- Provide for necessary maintenance, preservation and restoration of collected materials.
- Select artifacts and generally plan exhibits within assigned field of responsibility.
- Provide data for labels to emphasize exhibit features.
- Present lectures or other programs to community groups, Museum audiences and professional organizations.
- Contribute articles to the Museum newsletters and scholarly publications.
- Conduct field research to gather data, specimens and photographic records.
- Identify or authenticate objects for the general public.
- Confer and cooperate with other resource and Museum personnel regarding materials sources, object data, exhibit details, publications and programs.
- Instruct interns and volunteers.

**QUALIFICATIONS**

**Knowledge of:**

- Principles, practices and sources of information for museology.

- Techniques and methods of specimen collection, preparation, preservation and exhibition.
- Principles of record-keeping and report writing.

**Ability to:**

- Work independently in the collection, preservation, Interpretation, and presentation of materials.
- Perform original research and present specialized technical information to a wide variety of audiences.
- Communicate clearly and concisely, orally and in writing.

**Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Master's Degree from an accredited college or university with major work in museology, history, anthropology, archaeology, geology, natural science, zoology, or a closely related field of specialization. Three year's experience in the field and the interest to pursue graduate studies may substitute for the partial fulfillment of the Master's Degree requirement.

Experience: One year of experience in the collection, preservation, interpretation, presentation of materials for Museum exhibits and provision of public access to collections.

**MEDICAL CATEGORY:** Group 1

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Museum Curator

**TO:** Senior Curator